

Microsoft Excel Study Guide

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To sort on multiple columns, you specify in the Sort dialog box the order in which you want them to be sorted. By default, Excel assumes that the first row in the worksheet contains column headings and does not include it in the sort. It also assumes that you want to sort by the values in the table cells.

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Section: Excel Basics Tutorial: Excel Made Easy Excel Made Easy - A Beginner's Guide. Greetings! In this tutorial, you'll learn about workbooks and the different parts of an Excel worksheet (spreadsheet), such as rows, columns, and cells. We'll discuss how to insert rows and columns, and how to move around in a worksheet.

Excel Made Easy: a Beginner's Guide to using Microsoft Excel.

Open up Microsoft Excel 2007. Each cell in a spreadsheet can hold one of three things: A number Text (often referred to as a label) A formula (which always starts with an = sign). Move the cursor into cell A1 and type in the label Multiplying two numbers. Move the cursor into cell A2 and enter a number.

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Microsoft Excel is considered the industry standard piece of software in data analysis. Microsoft's spreadsheet program also happens to be one of the most preferred software by investment bankers

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Excel Study Guide. Lower right corner of the cell(the pointer will change from a white plus sign to a black plus sign) that allows you to copy the contents of the cell.

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